Each year, the Fairfax County Office for Children (OFC) offers a variety of courses and workshops for early childhood professionals. In the fall of 2002, OFC began a new professional development initiative – the *Institute for Early Learning* – which expanded the scope of training opportunities for early childhood professionals in Fairfax County with a focus on the important area of emerging literacy.

Participants in Institute classes expand their abilities to plan and organize early learning programs that results in:

- meaningful early childhood experiences and
- the foundation for school success for young children in Fairfax County.

The courses and workshops included in this *Institute for Early Learning* catalog link to the "Virginia Foundation Blocks for Early Learning." These blocks chart the skills and knowledge for literacy and mathematics that build the foundation in young children for successful experiences in school.

June - August 2004

INTRODUCTION TO THE CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL

Take a step-by-step look at a CDA candidate's journey from start to finish. Learn about training requirements, discuss strategies for compiling a professional resource file, and discover resources to help prepare for successful reviews.
(Course: 4 hours)

Course #: S-04-65   Tuesdays, June 1st and 8th
7:00 p.m. – 9:00 p.m.
Resource Center at Main Street, Room 211
Presenter: Maria Gallagher

NEW – BIG BOOKS

The use of big books is a great way to help children construct important concepts about written language. Participants in this class will come together to explore big books, learn how they can be used to support emerging literacy, and make one for use in their own programs.
(Course: 4 hours)

Course #: S-04-163   Thursdays, June 3rd and 10th
7:00 p.m. – 9:00 p.m.
Mason District Government Center,
Main Community Room
6507 Columbia Pike, Annandale
Presenters: Sharon Glynn and Maria Gallagher

CONTINUING THE DANCE: INFANT/TODDLER CAREGIVING (LEVEL II)

Explore ways to set up an infant and toddler environment that integrates knowledge of how children develop and the role the adults play in the early learning process, as presented in the PITC (Program for Infant/Toddler Caregivers) curriculum from WestEd. This course will be based on information presented in the previously offered course, "Getting in Tune."
(Course: 8 hours)

Course #: S-04-147   Wednesdays, June 9th, 16th, 30th; and July 7th
7:00 p.m. – 9:00 p.m.
Resource Center at Main Street, Room 211
Presenter: Caroline Davis

INTRODUCTION TO HIGH/SCOPE

Come together to learn ways to work effectively with preschool-age children in varied settings. Participants will explore active learning, arranging and equipping the learning environment, establishing a daily routine, understanding the key experiences, and observing children.
(Course: 10 hours)

Course #: S-04-147   Wednesdays, June 9th, 16th, 30th; July 7th, and 14th
7:00 p.m. – 9:00 p.m.
Herndon Neighborhood Resource Center, Multipurpose Room 1
1086 Elden Street, Herndon
(703) 435-6830
Presenter: Sharon Glynn

WATERCOLORS

Join us for this popular offering from the Beyond Crayons and Markers workshop series. Participants will be introduced to the medium of liquid watercolor and experiment with the techniques of wet on wet, wet on dry, and resist.
(Workshop: 2.5 hours)

Course #: S-04-137-1   Saturday, June 12th, 9:30 a.m. – 12:00 p.m.
                                              or
Course #: S-04-137-2   Saturday, August 7th, 9:30 a.m. – 12:00 p.m.
                    Both workshops held at:
                              Resource Center at Main Street, Room 104
                              Presenters: Ann Dramstad and Maria Gallagher

COUNT ME IN: MATH AND YOUNG CHILDREN

Children are natural mathematicians. They routinely explore mathematical concepts such as number, shape, spatial relationships, and patterns in natural, playful ways. Participants in this course will learn to make the most of children's natural mathematical abilities through the use of games, literature, and hands-on activities.
(Course: 6 hours)

Course #: S-04-21   Tuesdays, June 15th, 22nd, and 29th
                              7:00 p.m. – 9:00 p.m.
                              Resource Center at Main Street, Room 211
                              Presenter: Maria Gallagher

POSITIVE PRINCIPLES OF DISCIPLINE

In this ten-hour course, we will discuss the positive principles of discipline that parents, teachers, and others can use in guiding and working with children. This course includes material from the book, There's Gotta Be A Better Way, by Dr. Becky Bailey.
(Course: 10 hours)

Course #: S-04-96   Thursdays, June 17th, 24th; July 1st, 8th, and 15th
                              6:45 p.m. – 8:45 p.m.
                              Sherwood Hall Regional Library
                              2501 Sherwood Hall Lane, Alexandria
                              (703) 765-3645
                              Presenter: Marshann Snyder

MAGNETS, DINOSAURS, AND OCEANS

This is science for the early childhood practitioner. We will explore each topic for two hours and you will become a "little" expert in three areas of science that are really interesting to children. Join us and learn information to help you and your children investigate science in more focused exploration.
(Workshop: 6 hours)

Course #: S-04-143   Saturday, June 19th
                              9:30 a.m. – 4:00 p.m.
                              Gum Springs Glen, Training Room
                              7839 Richmond Highway, Alexandria
                              (703) 799-5760
                              Presenters: Barbara Leupold and Marshann Snyder

MAKING BOOKS WITH COLLAGE

Join us for an in-depth look at Eric Carle's collage technique of illustration. Learn how to make your own paper, construct a collage, and add words to your creation. Each participant will create a book using their newly learned skills.
(Course: 4 hours)

Course #: S-04-157L   Thursdays, July 1st and 15th
7:00 p.m. – 9:00 p.m.
Resource Center at Main Street, Room 104
Presenters: Sharon Glynn and Maria Gallagher

BRAIN DEVELOPMENT AND LITERACY

The latest brain research is pointing to a clear connection between early childhood experiences and emerging literacy. Participants will explore a variety of strategies that facilitate emerging literacy in young children.
(Course: 4 hours)

Course #: S-04-9L   Tuesday and Thursday, July 6th and 8th
7:00 p.m. – 9:00 p.m.
Resource Center at Main Street, Room 211
Presenters: Bonnie Czekanski and Sharon Glynn

FOUNDATIONS OF EMERGING LITERACY

The development of language and literacy begins at birth and continues to emerge throughout early childhood. Participants in this course will explore all the elements of good literacy beginnings which lay the foundation for reading and writing success.
(Course: 16 hours)

Course #: S-04-44L   Tuesdays, July 6th, 13th, 20th, 27th; August 3rd, 10th, 17th, and 24th
7:00 p.m. – 9:00 p.m.
Gum Springs Glen, Training Room
7839 Richmond Highway, Alexandria
(703) 799-5760
Presenters: Caroline Davis and Maria Gallagher

MUSIC AND MOVEMENT FOR INFANTS AND TODDLERS

Come join us for a full day of active learning related to music and movement. Emphasis will be on ways to support infants and toddlers through the High/Scope music and movement key experiences. Participants should bring a baby doll.
(Workshop: 5 hours)

Course #: S-04-164   Saturday, July 10th
9:30 a.m. – 3:00 p.m.
Resource Center at Main Street, Room 104
Presenters: Bonnie Czekanski and Sharon Glynn

MAKING THE MOST OF YOUR PROGRAM

Explore and identify what it means to have a quality program and how to make your program work best for you and the children under your care. Discuss the process of identifying where you are starting, what to do next, and how you know you have made the most of your program.
(Course: 6 hours)

Course #: W-04-79   Tuesdays, July 13th, 20th, and 27th
                               6:45 p.m. – 8:45 p.m.
                               Woodrow Wilson Library
                               6101 Knollwood Drive, Falls Church
                               (703) 820-8774
                               Presenter: Jill Aviles

COMMUNICATION THROUGH DOCUMENTATION

The hands-on activities in this workshop will help participants develop their skills of objective documentation to capture children's experiences in the classroom. Participants will also learn to recognize the value of connecting verbal communication and written language to enhance emerging literacy.
(Workshop: 2 hours)

Course #: W-04-20L   Thursday, July 15th
                               1:00 p.m. – 3:00 p.m.
                               Pennino Building, Room 734
                               12011 Government Center Parkway, Fairfax
                               (703) 324-8100
                               Presenters: Tina Lee and Lucy Mastantuono

CHOOSING AND USING CHILDREN'S LITERATURE

Participants will learn how to select and use quality literature for children of all ages. They will also learn to use a variety of story enhancing techniques to help develop children's interest in books. Acquiring children's literature economically and ways to display books in the child care setting will also be discussed. (Workshop: 4 hours)

Course #: S-04-18L   Saturday, July 17th
                               9:30 a.m. – 2:00 p.m.
                               Pennino Building, Room 734
                               12011 Government Center Parkway, Fairfax
                               (703) 324-8100
                               Presenters: Cathy Winter and Marlene Platt

MAKING CHILDREN'S BOOKS

Children love to hear their favorite stories over and over. They also enjoy "reading" books they have created. Learn to make three different types of books, including pop-up books, accordion books, and shape books.
(Workshop: 4 hours)

Course #: S-04-76L-1   Saturday, July 17th
9:30 a.m. – 2:00 p.m.
Gum Springs Glen, Training Room
7839 Richmond Highway, Alexandria
(703) 799-5760
Presenters: Wendy Russell and Marshann Snyder
or
Course #: S-04-76L-2   Saturday, August 7th
9:30 a.m. – 2:00 p.m.
Resource Center at Main Street, Rooms 211 & 213
Presenters: Wendy Russell and Marshann Snyder

NEW – PLAY

Play is both simple and complex. Gain a deeper understanding of play by exploring what is play, how adults support play, and planning for literacy and play. Two sessions will focus on school-age games from around the world that teach problem-solving skills and build cooperation. Come ready to learn all about play!
(Course: 10 hours)

Course #: S-04-162   Tuesdays, July 20th, 27th; August 3rd, 10th, and 17th
7:00 p.m. – 9:00 p.m.
Resource Center at Main Street, Room 104
Presenter: Marshann Snyder

MESSAGE BOARDS: COMMUNICATING WITH SYMBOLS

This class is designed to help teachers understand how symbols or pictures of experiences we have in common can make for successful communication. Participants will discuss the educational value of incorporating the message board and other kinds of symbols in the preschool classroom.
(Workshop: 2 hours)

Course #: S-04-82L   Wednesday, July 21st
1:00 p.m. – 3:00 p.m.
Resource Center at Main Street, Room 211
Presenter: Ginger Welch

PLANNING SUCCESSFUL TRANSITIONS FOR CHILDREN

Explore strategies that help teachers anticipate and avoid difficult transitions related to activity, location, caregivers, and playmates. Apply the principles of active learning to the elements of support to planning positive transitions.
(Workshop: 5 hours)

Course #: S-04-95   Saturday, July 31st
9:30 a.m. – 3:00 p.m.
Resource Center at Main Street, Room 104
Presenters: Bonnie Czekanski and Sharon Glynn

WORDS IN OUR WORLD

Environmental print that is found in everyday surroundings is a natural source of reading material. In this workshop, participants will explore ways to enrich child care environments and daily routines with meaningful uses of print to build children's early literacy experiences. (Course: 4 hours)

Course #: S-04-138L   Mondays, August 2nd and 9th
7:00 p.m. – 9:00 p.m.
Pennino Building, Room 734
12011 Government Center Parkway, Fairfax
(703) 324-8100
Presenter: Gail Bjorklund

SCIENCE MADE EASY

Do you like science? Do you include it in your programming? Are you looking for ways to start adding science into your day? Science can be fun and simple. Come join us for an exploration of simple science experiences and open the door to science discovery in your program. (Course: 4 hours)

Course #: S-04-144   Thursdays, August 5th and 12th
7:00 p.m. – 9:00 p.m.
Resource Center at Main Street, Room 211
Presenter: Marshann Snyder

TEACHING MATH USING GAMES

This workshop presents mathematics as a subject that can be incorporated into play experiences in the classroom, child care setting, or school-age program. Guidelines for activities presented in this course are drawn from the standards of the National Council for Teachers of Mathematics. We will explore the concepts of problem solving, estimating, measurement, and construction of number meaning. (Workshop: 4 hours)

Course #: S-04-146   Saturday, August 21st
9:30 a.m. – 2:00 p.m.
Mason District Government Center, Main Community Room
6507 Columbia Pike, Annandale
Presenters: Jane Benesch and Maria Gallagher

INTRODUCCIÓN AL CREDENCIAL PARA EL CHILD DEVELOPMENT ASSOCIATE (CDA)

Conozca los procedimientos paso a paso desde el comienzo hasta el final de cómo obtener el CDA. Aprenda acerca de los requerimientos y estrategias para compilar los recursos para el archivo profesional.
(Cursillo: 4 horas)

Course #: S-04-60
Martes, 1 y 8 de Junio
7:00 p.m. – 9:00 p.m.
Resource Center at Main Street, Sala 213
Facilitadora: Jill Aviles

CONTINUANDO EL BAILE: PARTE II DE INFANTES Y TODDLERS

Explore formas de establecer un ambiente para bebés e infantes que integran el conocimiento de cómo desarrollan los niños y el rol que juegan los adultos en el proceso de aprendizaje temprano, tal como se presenta en el currículo de PITC (Programa para Cuidadoras de Infantes/Toddlers) de WestEd. Este cursillo se basará en la información presentada en el cursillo anteriormente presentado llamado "Llevando el Compás."
(Cursillo: 8 horas)

Course #: S-04-160S
Miércoles 9, 16, 30 de junio; y 7 de julio
7:00 p.m. – 9:00 p.m.
Resource Center at Main Street, Sala 213
Facilitadora: Jill Aviles

CARNAVAL! AVENTURA EN MOVIMIENTO Y LA ALFABETIZACIÓN EMERGENTE

Usando un viaje divertido y colorido a Centro y Sud América como marco de referencia, la Maestra Artista Lorena Racanelli dirige a los participantes a una exploración de varias técnicas basado en movimiento que fortalece las habilidades verbales, alfabetización emergente, y motriz gruesa de los niños preescolares. Canciones, danzas, y cuentos regionales que refuerzan habilidades de secuencia, clasificación, y otros, son introducidos durante las paradas especiales en las playas de Costa Rica, la selva, y un festival de carnaval, completo con mascaras, serpentina, payasos, y confeti. Incluye hojas de información y casete.
(Taller: 2.5 horas)

Course #: S-04-159L
Sábado, 31 de julio
9:30 a.m. – 12:00 p.m.
Gum Springs Glen, Training Room
7839 Richmond Highway, Alexandria
(703) 799-5760
Facilitadoras: Lorena Racanelli y Jill Aviles

SELECCIONANDO Y USANDO LIBROS PARA NIÑOS

Participantes identificarán los principios para la selección de libros de calidad para diferentes edades de niños. Aprenderán también cómo usar y presentar libros en un ambiente infantil. Mediante la creación de libros y explorando los recursos, participantes encontraran maneras de adquirir económicamente literatura de niños. (Cursillo: 6 horas)

Course #: S-04-117L
Miércoles 4, 11, y 18 de agosto
7:00 p.m. – 9:00 p.m.
Resource Center at Main Street, Sala 211
Facilitadora: Jill Aviles

Network Nights

Did you ever wish that there was a place to go to talk to other early childhood professionals, look over the most recent professional journals and publications, or talk with a child care specialist about specific situations or issues in your program? Well, now there is.

The Office for Children is pleased to announce **Network Nights**. One evening each month, from 7:00 p.m. – 9:00 p.m., you are invited to join child care specialists and fellow professionals at the Resource Center at Main Street for informal discussions, idea sharing, assistance with developing a CDA professional resource file, browsing current professional literature, and networking. Come to one or come to all.

Summer Network Nights

Thursday, June 17th

Thursday, July 15th

Thursday, August 19th

NETWORK NIGHTS

All Network Nights will be held at the Resource Center at Main Street, Rooms 202 & 205.

No registration is necessary for these evenings.
Please call Maria Gallagher at (703) 324-8281
for additional information.

Network Nights are not creditable toward training requirements.

NOCHES DE ENLACE

Noches de Enlace

Alguna ves ¿ha deseado contar con un lugar para hablar con otros profesionales de desarrollo infantil?, ¿revisar las revistas y publicaciones profesionales mas recientes?, o ¿hablar con una especialista de cuidado diario (child care specialist) acerca de una situación específica o problemas en su programa? Bueno, ahora cuenta con ese espacio.

La Oficina de Niños tiene el agrado de anunciar **Noches de Enlace**. Una ves al mes, entre las 7:00 p.m. y 9:00 p.m., usted esta invitado(a) reunirse en el Resource Center at Main Street con especialistas de cuidado diario y compañeras profesionales para discusiones informales, un compartir de ideas, ayuda en desarrollar su archivo profesional de recurso para el CDA, revisar literatura profesional, y conocer a otras personas. Si desea puede asistir a una o a todas las Noches de Enlace.

Noches de Enlace para el verano

Jueves, 17 de junio

Jueves, 15 de julio

Jueves, 19 de agosto

Todas las Noches de Enlace se llevarán acabo en el Resource Center at Main Street, Salas 202 y 205.

No se requiere registrarse para estas noches.
Favor de llamar a María Gallagher al (703) 324-8281
para mayor información.

Noches de Enlace no cuentan como parte de sus horas de requerimiento de capacitación.

Institute for Early Learning and Emerging Literacy Bonus Program Ends

The bonus program sponsored by the Institute for Early Learning and Emerging Literacy began in September 2002 and ended as of May 29, 2004. Only Institute trainings taken within this time period are creditable toward the bonus.

To be eligible for the bonus program, you must have:
- received a certificate for the "Foundations of Emerging Literacy" course
- received certificates for additional Institute trainings, for a minimum (including "Foundations") of 24 hours

If you are eligible for the bonus, but have not yet applied, you must submit your application by June 15, 2004. To obtain an application, call (703) 324-8232 or download the application from the Child Care Central website at:
http://www.fairfaxcounty.gov/service/ofc/EmLit.htm

Thank you for your participation in making the bonus program successful!

Join the USDA Child Care Food Program and get in on

"The MEAL Deal"

✓ **FINANCIAL REIMBURSEMENT**
for meals served to children in care

✓ **PRIORITY SELECTION** *in training*

✓ **FREE** *technical assistance, books, puzzles, recipes, & much, much more*

Call 703-324-8100 to register for a CACFP orientation.

JUNE 2004 TRAINING

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1 **Introduction to the Child Development Associate (CDA) Credential** 7:00 p.m. – 9:00 p.m. **Introducción al Credencial para el Child Development Associate (CDA)** 7:00 p.m. – 9:00 p.m.	**2**	**3** **Big Books** 7:00 p.m. – 9:00 p.m.	**4**	**5**
6	**7**	**8** **Introduction to the Child Development Associate (CDA) Credential** 7:00 p.m. – 9:00 p.m. **Introducción al Credencial para el Child Development Associate (CDA)** 7:00 p.m. – 9:00 p.m.	**9** **Continuing the Dance: Infant/Toddler Caregiving (Level II)** 7:00 p.m. – 9:00 p.m. **Continuando el Baile: Parte II de Infantes y Toddlers** 7:00 p.m. – 9:00 p.m. **Introduction to High/Scope** 7:00 p.m. – 9:00 p.m.	**10** **Big Books** 7:00 p.m. – 9:00 p.m.	**11**	**12** **Watercolors** 9:30 a.m. - 12:00 p.m.
13	**14**	**15** **Count Me In: Math and Young Children** 7:00 p.m. – 9:00 p.m.	**16** **Continuing the Dance: Infant/Toddler Caregiving (Level II)** 7:00 p.m. – 9:00 p.m. **Continuando el Baile: Parte II de Infantes y Toddlers** 7:00 p.m. – 9:00 p.m. **Introduction to High/Scope** 7:00 p.m. – 9:00 p.m.	**17** **Positive Principles of Discipline** 6:45 p.m. - 8:45 p.m **Network Night** 7:00 p.m. - 9:00 p.m.	**18**	**19** **Magnets, Dinosaurs, and Oceans** 9:30 a.m. – 4:00 p.m.
20	**21**	**22** **Count Me In: Math and Young Children** 7:00 p.m. – 9:00 p.m.	**23**	**24** **Positive Principles of Discipline** 6:45 p.m. - 8:45 p.m	**25**	**26**
27	**28**	**29** **Count Me In: Math and Young Children** 7:00 p.m. – 9:00 p.m.	**30** **Continuing the Dance: Infant/Toddler Caregiving (Level II)** 7:00 p.m. – 9:00 p.m. **Continuando el Baile: Parte II de Infantes y Toddlers** 7:00 p.m. – 9:00 p.m. **Introduction to High/Scope** 7:00 p.m. – 9:00 p.m.			

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 **Positive Principles of Discipline** 6:45 p.m. - 8:45 p.m. **Making Books With Collage** 7:00 p.m. - 9:00 p.m.	**2**	**3**
4	**5**	**6** **Brain Development and Literacy** 7:00 p.m. - 9:00 p.m. **Foundations of Emerging Literacy** 7:00 p.m. - 9:00 p.m.	**7** **Continuing the Dance: Infant/ Toddler Caregiving (Level II)** 7:00 p.m. – 9:00 p.m. **Continuando el Baile: Parte II de Infantes y Toddlers** 7:00 p.m. – 9:00 p.m. **Introduction to High/Scope** 7:00 p.m. – 9:00 p.m.	**8** **Positive Principles of Discipline** 6:45 p.m. - 8:45 p.m. **Brain Development and Literacy** 7:00 p.m. - 9:00 p.m.	**9**	**10** **Music and Movement for Infants and Toddlers** 9:30 a.m. - 3:00 p.m.
11	**12**	**13** **Foundations of Emerging Literacy** 7:00 p.m. – 9:00 p.m. **Making the Most of Your Program** 6:45 p.m. - 8:45 p.m.	**14** **Introduction to High/Scope** 7:00 p.m. – 9:00 p.m.	**15** **Communication Through Documentation** 1:00 p.m. – 3:00 p.m. **Positive Principles of Discipline** 6:45 p.m. - 8:45 p.m. **Making Books With Collage** 7:00 p.m. – 9:00 p.m. **Network Night** 7:00 p.m. - 9:00 p.m.	**16**	**17** **Making Children's Books** 9:30 a.m. - 2:00 p.m. **Choosing and Using Children's Literature** 9:30 a.m. - 2:00 p.m.
18	**19**	**20** **Foundations of Emerging Literacy** 7:00 p.m. – 9:00 p.m. **Making the Most of Your Program** 6:45 p.m - 8:45 p.m. **Play** 7:00 p.m. - 9:00 p.m.	**21** **Message Boards: Communicating with Symbols** 1:00 p.m. - 3:00 p.m.	**22**	**23**	**24**
25	**26**	**27** **Foundations of Emerging Literacy** 7:00 p.m. – 9:00 p.m. **Making the Most of Your Program** 6:45 p.m. - 8:45 p.m. **Play** 7:00 p.m. - 9:00 p.m.	**28**	**29**	**30**	**30** **Planning Successful Transitions for Children** 9:30 a.m. - 3:00 p.m. **Carnaval!** 9:30 a.m. - 12:00 p.m.

AUGUST 2004 TRAINING

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 **Words In Our World** 7:00 p.m. – 9:00 p.m.	3 **Foundations of Emerging Literacy** 7:00 p.m. – 9:00 p.m. **Play** 7:00 p.m. – 9:00 p.m.	4 **Seleccionando y Usando Libros Para Niños** 7:00 p.m. – 9:00 p.m.	5 **Science Made Easy** 7:00 p.m. – 9:00 p.m.	6	7 **Making Children's Books** 9:30 a.m. - 2:00 p.m. **Watercolors** 9:30 a.m. - 12:00 p.m
8	9 **Words In Our World** 7:00 p.m. – 9:00 p.m.	10 **Foundations of Emerging Literacy** 7:00 p.m. – 9:00 p.m. **Play** 7:00 p.m. – 9:00 p.m.	11 **Seleccionando y Usando Libros Para Niños** 7:00 p.m. – 9:00 p.m.	12 **Science Made Easy** 7:00 p.m. – 9:00 p.m.	13	14
15	16	17 **Foundations of Emerging Literacy** 7:00 p.m. – 9:00 p.m. **Play** 7:00 p.m. – 9:00 p.m.	18 **Seleccionando y Usando Libros Para Niños** 7:00 p.m. – 9:00 p.m.	19 **Network Night** 7:00 p.m. – 9:00 p.m.	20	21 **Teaching Math Using Games** 9:30 a.m. - 2:00 p.m.
22	23	24 **Foundations of Emerging Literacy** 7:00 p.m. – 9:00 p.m.	25	26	27	28
29	30	31				

PROVIDER SERVICES TRAINING

GETTING STARTED IN FAMILY CHILD CARE

This workshop will guide potential providers through the application process and requirements for starting a child care business in Fairfax County. OFC staff will help participants complete the application paperwork and will be available to notarize forms. (Workshop: 2.5 hours)

Please call **(703) 324-8100** to register for one of the following workshops:

Wednesday, June 9, 2004
7:00 p.m.-9:30 p.m.
Franconia Government Center, Room A
6121 Franconia Road, Alexandria

Wednesday, July 7, 2004
7:00 p.m.-9:30 p.m.
Pennino Building, Room 734
12011 Government Center Parkway, Fairfax

Monday, June 14, 2004 -SPANISH
7:00 p.m.-9:30 p.m.
Pennino Building, Room 734
12011 Government Center Parkway, Fairfax

Wednesday, August 18, 2004
7:00 p.m.-9:30 p.m.
Franconia Government Center, Room A
6121 Franconia Road, Alexandria

CHILD AND ADULT CARE FOOD PROGRAM ORIENTATION

Learn how the Child and Adult Care Food Program can benefit a family child care business. Find out how to join and participate in the Program. Explore the importance of good nutrition for children and how to plan meals in a family child care program (Workshop: 2 hours)

Course #: S-04-814-1	Wednesday, June 9, 2004 7:00 p.m.-9:00 p.m. Pennino Building, Room 734 12011 Government Center Parkway, Fairfax
	or
Course #: S-04-814-2	Wednesday, July 14, 2004 7:00 p.m.-9:00p.m. Franconia Government Center, Rooms A&B 6121 Franconia Road, Alexandria
	or
Course #: S-04-814S-3	Wednesday, July 21, 2004 - SPANISH 7:00 p.m.-9:00p.m. Pennino Building, Room 734 12011 Government Center Parkway, Fairfax
	or
Course #: S-04-814-4	Wednesday, August 11, 2004 7:00 p.m.-9:00 p.m. Pennino Building, Room 734 12011 Government Center Parkway, Fairfax

GROWING YOUR CHILD CARE BUSINESS

Learn ways to run a successful child care business, including the critical steps to effective marketing and record management. (For providers who have been in the business less than one year)
(Workshop: 2 hours)

Course #: S-04-805-1   Thursday, June 24, 2004
7:00 p.m.-9:00 p.m.
Pennino Building, Room 734
12011 Government Center Parkway, Fairfax
or
Course #: S-04-805-2   Thursday, July 29, 2004
7:00 p.m.-9:00 p.m.
Mason Government Center, Main Community Room
6507 Columbia Pike, Annandale

GROWING YOUR CHILD CARE BUSINESS: THE NEXT STEP

Learn winning ways to grow your business, including low cost marketing, interview skills, and business planning. This workshop will give you proven ideas to make your business grow to the next level.
(Workshop: 3 hours)

Course #: S-04-806   Saturday, August 21, 2004
9:00 a.m.-noon
Community Business Partnership Building, Suite C
7001 Loisdale Road, Springfield

CHILD ABUSE RECOGNITION AND RESPONSE

Presented by staff from Fairfax County Child Protective Services, this workshop will explore the signs of child abuse and neglect and review mandatory reporting guidelines.
(Workshop: 2 hours)

Course #: S-04-800-1   Tuesday, June 15, 2004
7:00 p.m.-9:00 p.m.
Mason Government Center,
Main Community Room
6507 Columbia Pike, Annandale
or
Course #: S-04-800-2   Tuesday, August 17, 2004
7:00 p.m.-9:00 p.m.
South County Center, Room 221C
8350 Richmond Highway, Alexandria

Registration/Enrollment Policy

a. You must be a permitted family child care provider, state family child care provider, work in a state licensed family child care center, or in a licensed exempt center or home to enroll.

b. If you are unable to attend a course, please cancel your enrollment a minimum of 24 hours in advance.

c. If you are a permitted family child care provider you may enroll in maximum of 3 Providers Services courses, 3 Institute courses and 1 CPR/First Aid class.

d. If you work in a state licensed center you may enroll in a maximum of 3 Institute courses and 1 CPR/First Aid. No more than 5 staff from a centermay enroll in the same course.

e. To receive a certificate of completion, you must attend all course sessions.

f. To receive a letter of participation, you must attend more than half the course sessions.

g. Training hours are creditable toward initial CDA requirements

h. Clases are for adults only. We can not accommodate children in any of the sessions.

For your convenience and to simplify the registration process:

- Make sure to look at the dates, times, and locations of the workshops. Classes are offered at different locations.
- Unless otherwise indicated, classes take place at
    10201 Main Street, Fairfax, Virginia.
- If you register by mail or fax, approximately two weeks after your registration is received, the registrar will send you a confirmation letter. The confirmation letter will indicate whether you are enrolled or on a waiting list for your classes.
- If you have not received your confirmation letter within two days of the class, call the registrar at (703)324-3044.
- To hear class updates, please call 703-324-8420.

Our Policy During Inclement Weather

If the Fairfax County Public Schools:

Are closed: there will be no training all day or evening.
Open late: there will be no morning training, but afternoon and evening training will continue as scheduled.
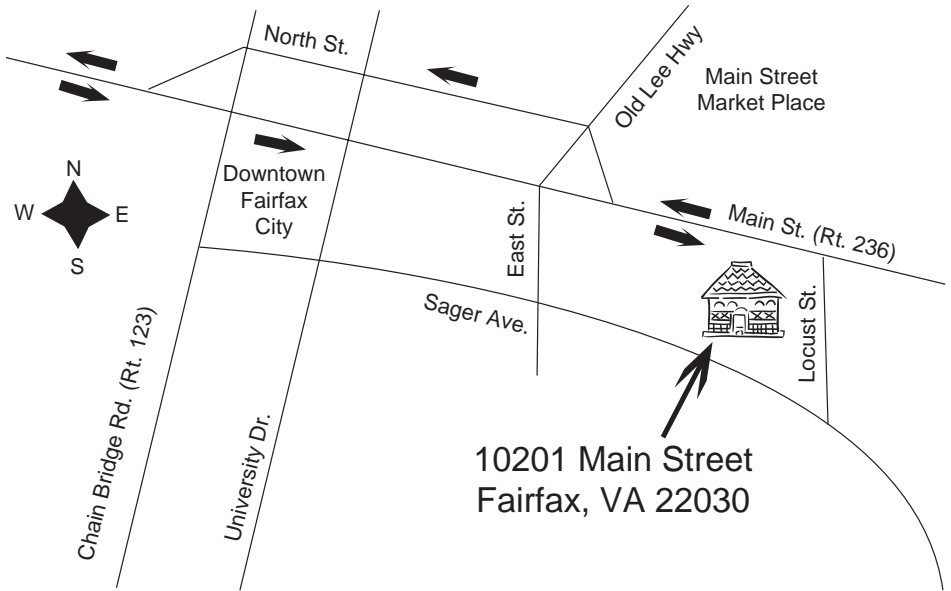**Close early:** there will be no afternoon or evening training.
Are closed on Friday: there will be no Saturday training.

Visit us at **Child Care Central**, the Office for Children website for more information regarding child care training or to see our online brochure at
www.fairfaxcounty.gov/childcare/training.htm

A registration form can be downloaded and mailed or faxed for easy registration.

GENERAL INFORMATION

Locator Map for the Resource Center at Main Street

North St.

Old Lee Hwy

Main Street
Market Place

N
W E
S

Downtown
Fairfax
City

East St.

Main St. (Rt. 236)

Chain Bridge Rd. (Rt. 123)

University Dr.

Sager Ave.

Locust St.

**10201 Main Street
Fairfax, VA 22030**

Fairfax County is committed to providing
equal access to all its citizens and activities.
Special accommodations will be provided upon
request.

Call 703-324-8000
or
TDD (Virginia Relay) 711.